



COMMERCIAL PARKING FACILITY REGISTRATION REQUIREMENTS

*****PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR THOSE SUBMITTED WITHOUT THE ITEMS LISTED BELOW WILL BE DEEMED NON-COMPLETE AND WILL NOT BE REVIEWED.**

- ___ 1. SEND IN COMPLETED APPLICATION OR APPLY ONLINE AT www.biz.indygov.org/licensing.**
- ___ 2. SUBMIT A SCALE DRAWING OR A PLOT PLAN (FACILITIES THAT USE ONLY ATTENDANT PARKING SHALL NOT BE REQUIRED TO SUBMIT.)**
- ___ 3. PROVIDE A LEGAL DESCRIPTION (See attached) OF THE REAL ESTATE ON WHICH THE FACILITY IS LOCATED (YOU MAY OBTAIN A LEGAL DESCRIPTION BY CONTACTING THE MARION COUNTY TREASURER'S OFFICE AT (317) 327-4444 OR BY CONTACTING YOUR TOWNSHIP ASSESSOR'S OFFICE AT THE NUMBER LISTED BELOW.)**
- ___ 4. SUBMIT AN INDEMNITY BOND OR A CERTIFICATE OF LIABILITY INSURANCE (BOND OR POLICY SHALL BE IN THE AMOUNT OF \$25,000. SEE REVISED CITY OF INDIANAPOLIS - MARION COUNTY CODE SECTION 931-202 FOR MORE INFORMATION.)**
- ___ 5. INCLUDE A CHECK PAYABLE TO THE OFFICE OF FINANCE AND MANAGEMENT (OFM) FOR A TOTAL OF **\$105.00** IN FEES FOR EACH FACILITY:**

\$20.00 - REGISTRATION FEE

\$85.00 - BUILDING INSPECTION FEE (Note: \$85.00 covers the initial inspection and a re-inspection as long as the first re-inspection brings your parking facility into compliance. Otherwise, you will be charged \$125.00 for each inspection necessary.)

REGISTRATION EXPIRES DECEMBER 31st EACH YEAR.

YOU MAY CALL YOUR TOWNSHIP ASSESSOR TO OBTAIN THE PARCEL NUMBER REQUESTED ON THE APPLICATION AS WELL AS A LEGAL DESCRIPTION:

CENTER	327-4698	PIKE	327-3920
DECATUR	856-2230	WARREN	327-8888
FRANKLIN	327-4191	WASHINGTON	327-4819

LAWRENCE
PERRY

547-8625
788-4833

WAYNE

273-4130